

<p align="center">2 ADMINISTRATION</p>	<p align="center">Page 1 of 1</p>
<p align="center">Division of Forensic Science</p> <p align="center">TRACE EVIDENCE TRAINING MANUAL</p>	<p>Amendment Designator:</p>
	<p>Effective Date: 29-March-2004</p>
<p align="center">2 ADMINISTRATION</p> <p>2.1 Orientation</p> <p>2.1.1 The employee will be introduced to the local operating facilities and personnel to include the assignment of a work and an office area.</p> <p>2.1.2 The trainer will ensure that the trainee has been given an orientation to emergency evacuation procedures and the location of safety equipment.</p> <p>2.1.3 Administrative in-processing will be conducted with appropriate personnel.</p> <p>2.1.4 The trainer will ensure that the trainee studies and becomes familiar with the:</p> <ul style="list-style-type: none"> • DFS Quality Manual; • Administrative Operating Procedures (AOP's); • Regional Operating Procedures (ROP's); • Trace Evidence Section Standard Operating Procedures Manual; • DFS Safety Manual; and, • Organization of the Department of Criminal Justice Services and the Division of Forensic Science. <p>2.1.5 The trainer will discuss the technical capabilities of the regional laboratories.</p> <p>2.1.6 The trainee will receive instruction in and will become familiar with Outlook and the DFS LIMS system from the LIMS administrator or designee.</p> <p align="right">◀End</p>	